

**City of Burlington Housing Authority
Riverview Manor
September 25, 2013**

The regular meeting of the City of Burlington Housing Authority was held on Wednesday, September 25, 2013, 6:10 p.m. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Stublely, Commissioner Iselin, Commissioner Stoehr and Manager, Eileen Olson. Secretary Heck was excused.

Minutes from the regular monthly meeting on August 15, 2013 were reviewed and amended with regard to tree trimming. Manager Olson will obtain a 3rd bid on the tree removal away from the building. The minutes were approved with a motion by Stublely and seconded by Stoehr, carried unanimously.

Minutes from the special meeting on September 20, 2013 were reviewed and approved with motion by Stublely and seconded by Stoehr, carried unanimously.

FINANCIAL REPORT: Reserve Account Balances as of August 31, 2013 (See statement balance sheet)

OCCUPANCY REPORT: Manager Olson reported 18 on the waiting list for 1 bedroom units and 5 for 2 bedroom units

BUILDING AND MAINTENANCE:

We should be receiving the remainder of the material needed to assemble the park benches shortly. They will then be assembled by Mike McCluskey for \$400.

Cicchini is scheduled on October 14th to perform repairs to the parking lot.

Two steel doors #6 and #7 that needed to be replaced have been installed.

MPR Update-The conditional commitment paperwork was sent to the Mayor, City Administrator and City Attorney for their review and comments. Comments and suggestions were received regarding choosing an architect.

COMMUNICATIONS:

Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

Manager Olson reported that a graphic design instructor at Gateway Technical College is still willing to work on website set up when we supply content.

Manager Olson gave a report on the STAR training she attended on 9/18 and 9/19

NEW BUSINESS:

After discussion, a motion was made by Stubleby and seconded by Iselin to give a raise of 25 cents per hour to Office Assistants, Deb Ratkowski and Margaret Schaefer. Motion was carried unanimously.

The City of Burlington Fire Chief will speak to the residents on October 14th about fire safety and will conduct a fire inspection. This is a mandatory meeting for residents.

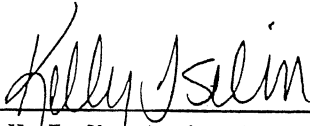
Manager Olson discussed adding bookshelves to the library. She will obtain the cost of materials.

Discussion of special advertisement in the Hi-Liter. Manager Olson will place the ads if they will give a discounted rate of \$100 per ad to run both.

After discussion, a motion was made by Stubleby and seconded by Stoehr to send Chairman Lapp, Manager Olson and Office Assistant, Debbie Ratkowski to the WI CARH convention in Wisconsin Dells on November 7th.

ADJOURNMENT

There being no further business, motion to adjourn was made by Stoehr, seconded by Stubleby and carried unanimously. Meeting adjourned at 7:45 p.m. The next monthly meeting has been tentatively scheduled for October 17, 2013 at 6:00 p.m.



Kelly Iselin, Acting Secretary